



## King County

**FINANCIAL SERVICES ADMINISTRATOR**  
**DEPARTMENT OF ADULT AND JUVENILE DETENTION**  
Annual Salary \$70,101.41 - \$88,857.81  
Job Announcement No: 03RM3363  
Re-OPEN: June 18, 2003      CLOSE: July 8, 2003

**WHO MAY APPLY:** This is open to all qualified applicants.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **King County Office of Human Resource Management, 500 4<sup>th</sup> Ave, Room 450, Seattle, WA 98104.** Application materials must be received **by 4:30 p.m.** on the closing date. **(Postmarks are NOT ACCEPTED.)**

**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** Submit the following: 1) [King County application form](#), 2) resume and a cover letter that details your qualifications and work experience 3) answers to the attached questionnaire and 4) a writing sample completed prior to December 31, 2002 that demonstrates your ability to analyze a budgetary or financial issue that results in a recommended action.

**WORK LOCATION:** King County Courthouse, located at 516 3<sup>rd</sup> Avenue, Seattle, WA 98104.

**WORK SCHEDULE:** This position will work a 40 hour workweek, 8:00am – 5:00pm. This is an FLSA exempt position.

**Distinguishing Characteristics of Work:** The employee occupying this position reports to the Administrative Division Director and serves as the senior financial administrator for the Department of Adult and Juvenile Detention. The position is FLSA exempt. The employee is responsible for:

1. Developing, preparing, presenting and providing assistance in defending the department's annual operating budget of about \$100 million, in addition to the capital budget.
2. Monitoring all financial activities throughout the year, solving complex, sensitive and large-scale financial and programmatic challenges; making decisions regarding changing business practices and is also responsible for all organizational accounting.
3. Directly supervising an Assistant Finance Manager and exercises managerial oversight for a total of 15 other staff located in three detention facilities (two adult jails and one juvenile facility) who are responsible for financial functions including payroll, accounts payable, inmate accounts and commissary, and contract support, among others.
4. Broad staff responsibilities for financial systems, processes and projects without necessarily having formal supervisory authority over the divisions or personnel involved.
5. Interacting on a routine basis with members of the senior management team, is often included in policy discussions and looked to for recommendations on issues with fiscal impact.
6. Functioning independently and requires initiative and ability to deal effectively and tactfully with other agencies, County elected and appointed officials and management staff.

**CLASS CODE: 0332**

**Financial Services Administrator – King County Dept. of Adult & Juvenile Detention**

### **Desirable Qualifications:**

- **Knowledge of Financial Accounting and Budget Functions:** Develop and prepare the annual operating and capital budgets, including the budget request through the budget adoption phase; monitor and track revenues and expenditures throughout the year, identify problems and opportunities and determine potential solutions and responses; anticipate and react to potential challenges that affect the financial condition of the agency; supervise and provide direction for all accounting activities at three facilities, including accounts payable, payroll and cash management activities; and provide solutions to accounting challenges that impact the integrity of department and County financials and internal controls.
- **Ability to Provide Policy Recommendations and Analysis:** Analyze financial data and make recommendations on short notice; work in a pressured environment which involves accepting divergent views and critical discussions from other administrators within the agency and from those in other agencies; perform effectively under heavy workload conditions; present recommendations and decisions and analysis to elected/appointed officials, the public and other agencies, and be able to respond to follow-up questioning; and develop strategic financial policy based on a comprehensive analysis of County needs and future business needs in the department.
- **Ability to Research and Analyze Information:** Identify data/information required for particular analysis and be able to determine the various and best sources for collecting such data; research and analyze legal and policy issues as they relate to accounting activities, budget functions and criminal justice operations; perform cost effectiveness, life cycle and cost/benefit analyses; develop/use interactive spreadsheets, data base management programs and computer modeling to analyze and develop clear, concise and accurate reports and recommendations; oversee development and implementation of new financial computer systems to improve operations in a cost-effective manner.
- **Ability to Manage Human Resources:** Effectively supervise staff, utilizing and supporting human resources to accomplish department and section goals; function as the leader of a section dedicated to providing excellent services to various customers in a team setting; create and maintain a healthy, work environment for employees that facilitates accomplishment of assigned work often under strict time pressures but also addresses staff need for job satisfaction and recognition; effectively discuss issues with managers within and outside the department, some of whom may not share the same goals, in a conciliatory, negotiable manner, that also recognizes the broader set of considerations sometimes required of appointed and elected decision-makers, explain complex financial issues and policy interpretations to a variety of constituencies including department employees, elected officials, suburban city representatives, budget office staff, and council staff.

**Application Procedure:** Submit the following materials to King County Human Resources, 1) a completed application form, 2) a cover letter, 3) a detailed resume which should include your training, education and work experience relating to the areas listed above under “desirable qualifications, 4) answers to the attached questionnaire and 5) a writing sample completed prior to December 31, 2002 that demonstrates your ability to analyze a budgetary or financial issue that results in a recommended action. Postmarks will not be accepted.

**The Examination:** The examination will consist of an evaluation of the materials listed above under “Application Procedure.” Those applicants judged most qualified based on a screening of complete submitted applications packages submitted by the deadline will be scheduled for an interview panel.

## **FINANCIAL SERVICES ADMINISTRATOR QUESTIONNAIRE**

In addition to a letter of interest and resume: Please provide a concise written response to the following items indicating your background in each of the following areas citing examples of work. Your response should be limited to no more than four total pages. Please print your last name and first initial on the top left corner of each page you submit.

**I. KNOWLEDGE OF FINANCIAL ACCOUNTING AND BUDGET FUNCTIONS:**

- Develop and prepare annual operating and capital budgets.
- Monitor and track revenues and expenditures throughout the year, identify problems and determine potential solutions and responses.
- Anticipate and react to potential challenges that affect the financial condition of the agency.
- Supervise accounting activities including accounts payable, payroll and cash management.

**II. PROVIDE POLICY RECOMMENDATIONS AND ANALYSIS:**

- Analyze financial data and make recommendations on short notice.
- Work in a pressured environment that involves accepting divergent views and critical discussions from other administrators.
- Present recommendations and decisions and analysis to elected/appointed officials, the public and other agencies
- Develop strategic financial policy based on a comprehensive analysis of current and future business needs.

**III. RESEARCH AND ANALYZE INFORMATION:**

- Identify data/information required for particular analysis and determine the best sources for collecting such data.
- Research and analyze legal and policy issues as they relate to accounting activities, budget functions and criminal justice operations.
- Perform cost effectiveness, life cycle and cost/benefit analyses
- Develop/use interactive spreadsheets, data base management programs and computer modeling to analyze and develop accurate reports and recommendations.

**IV. MANAGE HUMAN RESOURCES:**

- Supervise staff, utilizing and supporting human resources to accomplish department goals.
- Function as the leader of a section dedicated to providing excellent services to various customers in a team setting.
- Effectively discuss issues with managers within and outside the department in a conciliatory, negotiable manner.
- Explain complex financial issues and policy interpretations to a variety of constituencies including department employees, elected officials, suburban city representatives, budget office staff and council staff.